

Booking Form for **One Off Room Hire**
 at **Priory Court Community Centre**
 for Charities, Organisations, Business & Community Groups

Main Contact:

Organisation:

Type of Organisation:

Address:

.....

Telephone:

Mobile:

Email:

Type of Booking: (Please state the nature of the event and a brief description of what will take place)		
Room Required:		
Date Required:		
Time required: <i>(Must include set-up & clear up time)</i>	Start at:	Finish at:
Will you require access to the Kitchen?		
How many people expected to attend?		
Is the event open to the public?		
Will you be charging people to attend?		
If Yes, how much?		
Will food be served?		

<p>Please list any equipment that you intend to bring in particular electrical equipment, eg, PA system, lighting, catering equipment etc</p>	
<p>Do you wish to hire any additional equipment from us for your booking? Eg. Laptop, projector, flipchart, photocopying/printing - please see separate additional requirements form for details and prices</p>	
<p>Have you used the centre before?</p>	
<p>How did you hear about Priory Court Community Centre?</p>	

The completion of this form confirms that I am over 18 years of age and will be person taking full responsibility for the Hall Hire. I also confirm that the information held in this application is correct.

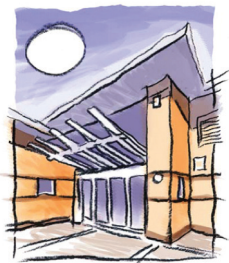
Signed:

Print Name:

Date:

Please send Application Form to:

**Room Hire
Priory Court Community Centre
11 Priory Court
Walthamstow
London
E17 5NB**



Or by email to:

Engagement@walthamforest.gov.uk

Please note that no payment should be made with this form
This is an application only and does not guarantee your booking.
A separate hiring agreement will be drawn up and sent to you.

Tel: 020 8531 0380

Visit our website: priorycourtcc.org.uk for more information